

SUBJECT: Unusual Occurrences	NUMBER: 2-33.02
EFFECTIVE DATE:	REVIEW DATE:
NMMLEPSC STANDARDS: OPR.05.01, OPR.05.02, OPR.05.03, OPR.05.04, OPR.05.06, OPR.05.07, OPR.05.08, OPR.05.09	APPROVED: Sheriff

I. POLICY

In the event of an unusual event, special event, or natural/man-made disaster, the Valencia County Sheriff's Office has established the following guidelines and procedures to provide for coordination of law enforcement activities to ensure the safety of life and property.

With an event or disaster the Sheriff will designate an incident commander. The Sheriff if necessary directs emergency operations from the emergency command center in coordination with other responding agency representatives.

Emergency operations plans are accessible to all command personnel and are reviewed and updated as needed. Plans will be developed on a case by case basis as emergency operations develop. Agency equipment that is designated for use in unusual events should be inspected semi-annually for operation readiness.

II. SPECIAL EVENTS

Special events may include but are not limited to sporting events, parades, gatherings, marches, concerns, and political conventions.

A. Procedures

1. The Sheriff will designate someone that is responsible for coordinating the number of deputies present at the function and their duties.
2. It is the responsibility of the individual coordinating the event to develop a written plan that establishes at a minimum:
 - a. use of special operations personal, if needed;
 - b. necessary equipment available;
 - c. designation of an incident commander and coordinator for the coverage of a given event.
 - d. written estimate of traffic, crowd control and crime problems expected for any given event;
 - e. logistical requirements;
 - f. coordination inside and outside the agency; and

- g. contingency plan for traffic direction and control
- 3. A copy of the plan will be submitted through the chain of command to the Undersheriff.

B. After-event report

- 1. The supervisor coordinating the event will complete an after-event report, which should detail any problems encountered during the event and resolutions or changes that should be considered before the next event.
- 2. A copy of the after-event report should be forwarded through the chain of command to the Undersheriff.

III. HOSTAGE/BARRICADED PERSONS

A. The following guidelines for hostage and barricaded persons will be as follows:

- 1. Deputy's initial response will evaluate and secure the area where the hostage or barricaded subject is located.
- 2. Once the deputies have determined that a hostage or barricaded person has been located the deputy will immediately notify shift supervisor. The deputy will then establish a perimeter around the hostage/barricaded person's location. The on duty supervisor upon his arrival will be briefed on the situation and the supervisor will notify the division commander requesting SWAT.
- 3. Fire and rescue will respond and stage in a safe area and stand by for further direction.
- 4. Only the SWAT commander can authorize the use of chemical agents, such as tear gas grenades or barricade projectiles, and specialized weapons.
- 5. The sheriff's office will review guidelines concerning hostage and barricaded persons on an annual basis.

IV. RIOTS/CIVIL UNREST AND EMERGENCY SITUATIONS AT CORRECTIONAL OR OTHER INSTITUTIONS

Once a disturbance has been identified, the area should be quickly sealed off and contained until the disturbance has been resolved. An unlawful assembly should be dispersed in a safe manner, if possible. Once removed, people should not be allowed to return. If applicable, deputies are instructed to arrest violators who refuse to comply with lawful orders to disperse from the scene.

The on duty supervisor will request assistance from the state police, local police departments, and if necessary may mobilize off-duty officers, with consent of a division commander or Sheriff.

A. Communications

1. During an emergency, the agency's primary radio channel will be designated for emergency traffic only until completion of the operation.
2. If required, the command post will be activated and communications established from that location.

B. Situation maps

1. Situation maps shall be maintained in the communications center to be used during emergency situations to visually plot the emergency area.
2. County maps or building blueprints of schools or public buildings shall be obtained and made available at the command post.

C. Incident commander

The first supervisor on the scene immediately assumes command and is designated as incident commander until, or unless, relieved by a higher authority. It is the responsibility of the incident commander to:

1. Make a rapid survey of the scene and assess the seriousness of the situation.
2. Notify the staff through the chain of command of the current status of the situation to include the following:
 - a. Manpower needs;
 - b. Routes open to the scene;
 - c. Location of a suitable staging area and parking area.
3. Establish a field command post and
 - a. notify the communication center and the staff of the location;
 - b. determine any communications available;
 - c. determine the specific equipment needed.
4. Supervise operations and maintain communications with the communication center.

D. Chain of command

1. During emergency situations, the established chain of command shall be strictly

adhered to.

2. Other law enforcement agencies responding to aid the sheriff's office shall adhere to our agency's established chain of command, unless otherwise directed by the Sheriff.

E. Community relations/public information

1. The purpose of effective community relations/public information is to maintain 'public confidence', while keeping the public informed concerning any threatening emergency situation.
2. The designated public information officer is responsible to establish effective collection, control and dissemination of emergency public information, to minimize confusion, misinformation and for rumor control.
3. If the emergency is strictly a law enforcement problem, the public information officer shall keep the media briefed of the emergency situation as it progresses, without jeopardizing security objectives.

F. Other law enforcement agency support

1. The incident commander may request mutual aid from other surrounding law enforcement agencies.
2. Responding law enforcement officers shall be directed where to report for briefing and assignments.

H. Military support

The Sheriff may request the county manger seek additional support through the New Mexico National Guard consistent with the county's emergency operations plan.

I. Traffic control

1. During a civil disturbance within the county, the agency is responsible to provide traffic direction and control, including barricading designated streets.
2. The incident commander is responsible to establish perimeters, sealing off the affected area, while routing traffic away from the location.

J. Equipment

1. Uniformed deputies should use issued equipment civil unrest.
2. In a state of emergency, the Sheriff is authorized to acquire additional equipment, as needed.

G. Arrest

During a civil disturbance, the possibility of mass arrests certainly exists. Mass arrests must be handled quickly and efficiently, providing for transportation to jail, release on summons, and adherence to the arrestee's constitutional rights.

1. Court/prosecutorial liaison

In the event a civil disturbance involves mass arrests, the supervisor in charge of the event will, maintain liaison with the appropriate prosecutor and courts, seeking legal advice and direction, as necessary.

2. Before taking any immediate action, the incident commander shall determine how much assistance is needed to effectively execute the agency's plan.
3. Once the order to disperse has been given, it shall be repeated and a reasonable time limit encouraging people to leave freely.
4. Deputies responding to a civil disturbance shall respond as an organized tactical team under the direction of a supervisor, not as individual police units.
5. When incidents involving mass arrests are anticipated the jail administrator will be contacted ahead of time so the jail personnel can be prepared.
6. If mass arrests are made, agency vehicles should be used to transport prisoners to the designated detention center.
 - a. The local police departments and state police may be utilized to transport prisoners.
 - b. If larger capacity transportation is needed the on duty supervisor should contact one of the following to arrange for buses:
 - i. County of Valencia
 - ii. Los Lunas schools transportation
 - iii. Belen schools transportation
7. Prisoners will be promptly arrested and removed from the scene to the sheriff's office or the designated detention facility.
8. Even during a civil disturbance deputies are authorized to use only the degree of force necessary to effect a lawful arrest, in compliance with the agency use of force policy.
9. Deputies should remember that civil disturbances are highly publicized events, whereby police actions are rigidly scrutinized by the public and media.

H. Booking

1. Deputies shall adhere to standard operating procedures in the booking process.
2. Since this type of activity may cause confusion, all venues will be utilized to ensure the identity of the individual prisoner is correct. Photographs and fingerprints shall be taken of all arrested for follow-up investigative and identification purposes.
3. If juveniles are involved, the JPPO will be contacted and asked to respond to the sheriff's office in order to quickly assess and recommend disposition.
4. The magistrate or municipal court judge and court clerk will be notified of mass arrests. Prisoners cited into municipal or magistrate court shall be taken immediately before the judge for arraignment and bonding procedures (if possible).
5. Confinement of adult prisoners will be in accordance with standard operating procedures unless otherwise directed by the Sheriff or his designee.
6. Prisoners remaining in agency custody will be provided with the necessary needs, such as food, water and sanitation.
7. Prisoners will be given the opportunity to contact legal counsel after being booked.
8. In most cases, defense counsel visits shall be allowed consistent with state and federal laws. However, security risks may delay these visits.

I. Medical treatment

1. The incident commander will request medical standby at a safe location.
2. Prisoners requiring medical attention will be treated prior to being confined in jail.
3. Prisoners who are seriously injured will be transported by ambulance to the hospital. Security arrangements will be made as necessary.

J. Public facility security

1. As many deputies as necessary will be assigned to secure County of Valencia facilities.
2. In cases of a major civil disturbance deputies will be provided for security of strategic support facilities such as public utility buildings, medical facilities, etc.

K. Post event

1. The incident commander shall direct personnel to perform such necessary duties as required to resume daily police operations, such as:
 - a. emergency notification of next-of-kin concerns injuries or deaths.

- b. follow-up supervision concerning workman compensation re: deputy on-duty injuries.
 - c. support services division will be responsible for any repairs or replacement of damaged or loss equipment/supplies.
 - d. any evidence will be collected in accordance with procedural guidelines.
 - e. reassignment of patrol personnel to regular schedule patrol shifts.
2. A debriefing will be held at the conclusion of the incident and a post incident report will be written to the Sheriff by a designated supervisor involved in the incident, reviewing the operation and recommending any procedural changes, if necessary.
 3. Within a reasonable time frame a critical incident stress debriefing shall be provided by the agency for those public safety personnel involved.

V. NATURAL/MANMADE DISASTERS

Natural disasters can take many forms from ice and wind to floods to tornadoes. It is considered any natural phenomenon, which has the potential of widespread or severe damage, injury, or loss of life or property.

Manmade disasters can take a multitude of forms however in general it means an occurrence or imminent threat which is the result of a manmade act affecting any number of citizens through widespread or severe damage, injury, or loss of life or property.

A. Incident commander

The first supervisor on the scene immediately assumes command and is designated as incident commander until, or unless, relieved by a higher authority. It is the responsibility of the incident commander to:

1. Make a rapid survey of the scene and assess the seriousness of the situation.
2. Notify the staff through the chain of command of the current status of the situation to include the following:
 - a. manpower needs;
 - b. routes open to the scene;
 - c. location of a suitable staging area and parking area.
3. Establish a field command post and
 - a. notify the communication center and the staff of the location;
 - b. determine any communications available;
 - c. determine the specific equipment needed.

4. Supervise operations and maintain communications with the communication center.

B. Communications

1. During an emergency, the agency's primary radio channel will be designated for emergency traffic only until completion of the operation.
2. If required, the command post will be activated and communications established from that location.

C. Situation maps

1. Situation Maps shall be maintained in the communications center to be used during emergency situations to visually plot the emergency area.
2. County maps or building blueprints of schools or public buildings shall be obtained and made available at the command post.

D. Chain of command

1. During emergency situations, the established chain of command shall be strictly adhered to.
2. Other law enforcement agencies responding to aid the sheriff's office shall adhere to our agency's established chain of command, unless otherwise directed by the Sheriff.

E. Community relations/public information

1. The purpose of effective community relations/public information is to maintain 'public confidence', while keeping the public informed concerning any threatening emergency situation.
2. The designated public information officer is responsible to establish effective collection, control and dissemination of emergency public information, to minimize confusion, misinformation and for rumor control.
3. If the emergency is strictly a law enforcement problem, the public information officer shall keep the media briefed of the emergency situation as it progresses, without jeopardizing security objectives.

F. Other law enforcement agency support

1. The incident commander may request mutual aid from other surrounding law enforcement agencies.

2. Responding law enforcement officers shall be directed where to report for briefing and assignments.

G. Military Support

The Sheriff may request the county manager seek additional support through the New Mexico National Guard consistent with the county's emergency operations plan.

H. Traffic control

1. The incident commander is responsible to establish perimeters, sealing off the affected area, while routing traffic away from the location.
2. An outer perimeter should be established to secure the area. The purpose of the outer perimeter is to keep the number of people exposed to any hazard to a minimum. Access to a disaster area will be limited to residents, emergency services and utilities. Deputies should remove any unauthorized personnel from the area for safety reasons being very cognizant of the potential for thefts.
3. Maintain open emergency lanes to provide for the free flow of emergency vehicles and equipment. Deputies will report streets, which are accessible to emergency vehicles as well as streets that are clear through the disaster area. If needed, street cleaning equipment may be requested through the command center.

I. Equipment

1. Uniformed deputies should use issued equipment for civil unrest.
2. In a state of emergency, the Sheriff is authorized to acquire additional equipment, as needed.

J. Deputy duties

1. Report promptly to the sheriff's office or assigned assembly area to receive assignment and equipment.
2. Perform assigned functions as directed, including emergency protective measures for the protection of life and property, traffic control and direction, crowd control, evacuation and containment of the disaster area.
3. Available agency personnel may be assigned to key areas of the incident/operation, including but not limited to:
 - a. Perimeter control;
 - b. Traffic direction and control;
 - c. Temporary morgue/casualty information;
 - d. Property recovery and disposition;
 - e. Evacuation;

- f. Public facility security;
 - g. Arrest/transportation needs;
4. Assist with the care and removal of the injured, as well as the removal and identification of any casualties.
 5. Maintain conspicuous police patrols for the protection of life and property, as well as preventive measures.
 6. Prepare reports as required or necessary.
 7. Deputies should be cognizant of the shelter areas and direct people accordingly.
 - a. Victims in need of first aid will be directed to the staging area where medical aid and transportation will be located.
 - b. If the victim is not movable, their location will be relayed to EMS personnel and a route will be provided for transportation.
 - c. People who are unable to locate a relative should be directed to the centralized shelter where a list and disposition of victims will be kept.

K. De-escalation procedures

1. Recovery begins when the emergency assistance arrives and the emergency is stabilized. While recovery can take place quickly in some areas, other affected areas may require an extended period of time to recover from a disaster.
2. Once the emergency stabilizes and begins to de-escalate, the incident commander will prepare for returning to daily police operations. This preparation shall include, but not be limited to the following considerations:
 - a. Release of other agency personnel from emergency duty.
 - b. Release of agency personnel from emergency duty. Agency personnel will be the final group released from emergency duty.

L. Post event

1. As the disaster situation is contained, the Sheriff or incident commander issues the order to secure all posts associated with the operation and calls a debriefing for all involved personnel.
2. Post-disaster personnel may remain in the field at posts designated by the incident commander.
3. Within a reasonable amount of time, the incident commander shall submit a written report detailing the events, any casualties and any revisions which need to be made to policy or emergency operations plans.

4. Within a reasonable amount of time, a critical incident stress debriefing may be provided for public safety personnel.

VI. DIGNITARY PROTECTION

The agency's dignitary protection functions are conducted with the safety of the protected and deputies as the foremost consideration. Personnel from all divisions may be called to assist with this function.

A. Definitions

1. Dignitary: For the purpose of this section, a dignitary refers to a person who, because of their notoriety, political activity or circumstances, may be a security risk.

B. Protection of the dignitary

1. The Sheriff will designate a supervisor for the dignitary protection detail.
2. In the event that the dignitary has a security detail, the supervisor shall work with the person in-charge of that detail for coordination efforts. The supervisor will assign as many deputies as necessary to provide adequate security of the dignitary.
3. If additional manpower is needed the Undersheriff will contact other law enforcement agencies for assistance.

C. Security measures

1. The supervisor establishes travel routes for the dignitary. The supervisor works with the dignitary or his staff on these routes. These routes will be preplanned and traveled by the supervisor and any specialty personnel will be called if necessary to identify hazards or problems that may arise. Alternate routes shall be planned. Specialty personnel will be requested if needed, from another agency.
2. The supervisor and the specialty personnel if necessary will make advance inspections of any sites or facilities to be visited or used by the dignitary. Ingress and egress of the locations shall be noted as well as any other security problems observed.
3. When the dignitary is accompanied by a detail, such as the Secret Service, the supervisor assigns a deputy to work with the detail. This deputy will check on persons that may be hostile to the dignitary. If the dignitary does not have a security detail, the deputy may still be utilized.
4. The supervisor arranges for EMS personnel to be available if necessary to be on stand-by or involved in the security program if deemed necessary. Planning for the most direct route to the hospital will be made. Medical information on the dignitary is provided to the hospital if available.

5. The supervisor insures that communications are established between the dignitary's party and the local communications center. In the event of a motorcade the supervisor will offer to make communications available between each unit of the motorcade and the communications center.
6. The supervisor arranges for any special equipment or vehicles needed.
7. Plain clothes officers assigned to the detail should wear some type of special designation, and carry official identification.